

## **COMMUNITIES IN SCHOOLS OF KALAMAZOO POSITION DESCRIPTION**

**Position Title:** Site Coordinator

**Reports to:** Director of Elementary or Secondary Sites

25 hours per week, 43 weeks per year

**Supervisory Position:** Volunteers, AmeriCorps

VISTA Members, Interns; Functional Guidance and Training for Partners at Site

### **POSITION SUMMARY**

The Site Coordinator (SC) is responsible for implementing the Communities In Schools (CIS) Integrated Student Services (ISS) model within the designated school building, including collaborating with the 21<sup>st</sup> CCLC After School Program when applicable. The position oversees and manages resources and strategies designed to improve student success in school as measure by proficiency in academics, behavior and school day attendance. The position fulfills the responsibilities of the Title I Resource Coordinator position where applicable. The position manages and supports a site team (VISTA, interns) and designated community resource providers and volunteers to achieve CIS goals and implement a building site operations plans. S/he connects the right resources to the right students at the right time to meet school-wide and student specific needs.

The Site Coordinator is among the primary representatives of CIS within their building and is responsible for assuring effective relationships with all building stakeholders---principal, teachers, support staff, parents, etc. S/he collaborates with other CIS staff within the building, including the After School Coordinator when applicable and school staff to ensure that effective Level 1 (school-wide) and Level 2 (individual student) services are in place to effectively address to student needs. The SC provides case management services to designated students and fulfills all requirements associated with that role. The SC is the internal bridge builder within the school, making connections between students and resources, parents and resources, teachers and providers, etc. The SC engages parents to assure that students are able to receive maximum support for success. The SC provides competent leadership for integrating the site's academic and extended day strategies that result in optimal impact on school-wide and individual student outcomes. The SC works with the entire CIS team, the site team, school personnel, parents, volunteers, and community provider organizations to implement the ISS model.

### **WORKING CONDITIONS**

Normal working conditions where there is no physical discomfort due to temperature, dust, noise and the like. Occasionally lifts average 15 pound boxes of supplies, materials, etc. to waist high level. Ability to drive plus the availability of a vehicle to use for getting to and from meetings locally and throughout the State, other events, and for the occasional transport of providers, students and/or families. Valid Michigan driver's license and the ability to obtain necessary auto insurance for the above purposes. Must be able to observe and hear students, staff and providers across a wide range of settings and interpret those observations for the purpose of evaluation, monitoring and service modifications. Must be able to work occasional evenings, weekends and/or early mornings in order to cover work responsibilities. Must be available for occasional travel to national level meetings.

### **DUTIES AND RESPONSIBILITIES**

- Demonstrates a well-developed understanding of child and adolescent development and the whole-child needs at various developmental stages, including how those needs---cognitive, social-emotional and physical---can most effectively be met using the CIS ISS model and community resource providers.
- Demonstrates a thorough understanding of the CIS Integrated Student Services model and ensures that implementation of the model at the assigned site reflects fidelity to model .

- Ensures effective student needs assessment including the input from multiple sources as well as direct observation, interviews and the use of other tools to develop a comprehensive understanding of how to best meet student needs..
- Provides effective leadership of the CIS Site Team which may include VISTAs, volunteers, social work and health interns to assure coordination, communication and student-centered service delivery strategies that reflect the CIS ISS model and the site operations plan.
- Ensures the completion and submission of all data and evaluation requirements in a timely fashion.
- Ensures that the annual SOP at assigned site is developed, implemented and monitored and that the work of CIS remains focused on the needs identified in the plan.
- Completes all reporting requirements assigned and submits according to deadlines provided.
- Establishes and maintains productive and effective working relationships with all members of the CIS partnership, including school personnel, health care, mental health, higher education resources, service organizations and staff, business, parents, and other resources. Assures that all members develop and maintain a positive understanding of how the CIS ISS model works and how they can be contributing members of the collaboration.
- Fulfills all expectations and tasks to actively promote awareness of CIS within the building and builds a strong understanding of the value of CIS in meeting student needs among school staff. Assures that teachers, other school personnel, parents and students know what community services/resources are available through CIS and how they can be effectively accessed and utilized to address student needs.
- Actively seeks to identify targeted students as identified by CIS for Level I and Level II services. Uses data provided to recruit students for timely services, including reaching out to parents, obtaining parent authorizations, etc. Provides information and referrals on resources within the community when a resource is not available at school.
- Assures development and use of effective sign-in and service tracking procedures for volunteers and community service providers.
- Develops and sustains effective systems for the use of volunteers to meet assessed student needs including assuring that volunteers are efficiently and effectively match with students and engaged in meaningful activities which support student needs; implements measures to adequately support, nurture and retain volunteers.
- Participates in ongoing monitoring of the site operations plan and service delivery within the building with members of the site team, school principal and the supervising Director.
- Provides day to day direction and guidance to volunteers, student interns and providers working in the school. Orients and coordinates scheduling of providers and volunteers within the site and ensures that providers and volunteers understand the policies and procedures of the site. Regularly reports progress and problems concerning unmet needs, resource utilization and providers with his/her supervisor.
- “Effectively and actively promotes Communities In Schools within their assigned building to assure that building staff are informed about CIS, how CIS helps their students. Effectively communicates and collaborates with students’ teachers for mutual understanding of student needs, how to effectively meet those needs and ongoing progress monitoring. Actively engages in process to identify building staff who are champions of CIS and to grow the number of champions of CIS.”
- Assures that teachers, other school personnel, parents, and students know what community Provides leadership in the development and implementation of Level I services/special events that address school-wide needs or assets identified in the SOP.
- Provides supervision, day-to-day direction, and guidance to providers and student interns so that student instruction is maximized and parent engagement is reinforced. Completes and submits formal written intern evaluations at required intervals.

- Assures appropriate feedback to school personnel on student services within the boundaries of confidentiality and student/family privacy.
- Maintains the confidentiality of all CIS and site-related information and exhibits professional and ethical judgment in managing delicate or confidential situations. This applies to written and verbal information, and all means of conveying information including face-to-face, mail, electronic mail, faxes, telephone or any other means of communication.
- Contacts the appropriate CIS Director when problems occur regarding a provider, including scheduling, record-keeping, or administrative tasks and service quality or effectiveness.
- Maintains a system to obtain, secure and utilize the provided supplies and equipment as specified in the site plan, site contract or with supervisor. Oversees any agreed upon purchases and assures an appropriate inventory for such. Complies with all expectations for the effective use of school facilities in accordance with school district policies and procedures. Oversees scheduling and the use of school facilities for any partner and volunteer resources part of the CIS site operations plan. Follows building procedures for security, maintenance and shut-down.
- Complies with all applicable requirements for providing a safe and secure environment for students, including notification of appropriate individuals in cases of student or building emergencies where s/he has responsibility and provides appropriate documentation.
- Exhibits a commitment to the values expressed in CIS mission and vision, and creates and maintains a positive CIS image. Demonstrates the ability to interact in a positive and helpful manner with all customers both internally and externally. Reflects commitment to building a supportive work environment and maintains a positive attitude.
- Assures appropriate feedback to school personnel on student services within the boundaries of confidentiality and student/family privacy.
- Maintains the confidentiality of all CIS and site-related information and exhibits professional and ethical judgment in managing delicate or confidential situations. This applies to written and verbal information and all means of conveying information including face-to-face, mail, electronic mail, faxes, telephone or any other means of communication.
- Demonstrates in words, thoughts and deeds an active commitment to honoring, valuing and promoting diversity in all aspects of the work and all forms of diversity---race, gender, ethnicity, sexual orientation, gender identity, etc.
- Other duties assigned by supervisor.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

- Minimum of a Bachelor's degree or equivalent in child development, social work, public administration, education or related area plus a minimum of two years of experience working with children, adolescents and families and a well-developed knowledge base on the needs/issues of children and families. Master's degree helpful. Supervisory and/or management experience highly desirable. Required communication skills may include being bi-lingual (Spanish -listening, interpreting, speaking, and writing) – for an elementary &/or secondary site.

**The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.**

Candidates should submit a cover letter indicating interest and a summary of qualifications. Please include a current resume with the cover letter. Deadline for preferred consideration is: Monday, July 20, 2015 at 5:00 p.m. Submit materials to Diane Kievit; [dkievit@ciskalamazoo.org](mailto:dkievit@ciskalamazoo.org).

